# Selected Tips for *NCAS DSS Basics*

Budget Code/Fund/TX Type Dimension Structure

BUDGET CODE/FUND/TX TYPE
- BUDGET CODE
- BUDGET CODE
  - FUND
  - FUND
    - ENCUMBRANCES
      - ACCOUNTS PAYABLE
        - INVOICES
          - INVOICES LINES
      - PURCHASING
        - PURCHASE ORDERS
          - PURCHASE ORDER LINES
    - COMMITMENTS
      - REQUISITIONS
        - REQUISITION LINES
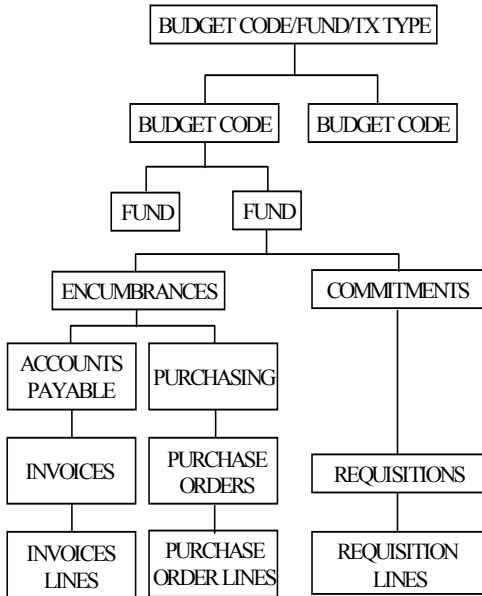
Main Menu Buttons

	The **Management Analysis Agency** button accesses Explorer reports and Reporter reports for a specific agency.
NC	The **Statewide** button accesses information about all agencies. Statewide reports are provided only to central managers.
	The **Adobe Reports** button allows users to view reports in Adobe Format.
	The **Management Analysis Agency** button accesses Explorer reports and Reporter reports for a specific agency.
	The **Custom** button accesses Explorer reports and Reporter Reports that users have created.

Dimension	Example	Dimension Explanation
Vendors	USOFFICESUPPL 560746125/A	**Vendors** includes the vendor short name, the vendor number, and the vendor group.
Requesters	AMY DAVIS	**Requesters** includes the requester name.
Purchase Order	PO 1440004915 14BG ALFREDWILL	**Purchase order** includes the PO number, buying entity, and the vendor short name.
Purchase Order Line	0009CHAIRS, UPHOLSTERED	**Purchase order line** includes the PO line number and the item description.
Invoice	invc 370200-002 14pt raleighho	**Invoice** includes invoice number, paying entity, and vendor short name.
Invoice Line	0001 smead legal file jac	**Invoice line** includes the line number and the description.
Requisition	req1470002487 14bs pamelawashingt	**Requisition** includes the requisition number, the buying entity, and the requester.
Requisition Line	0001 changeorder PO#14900017	**Requisition line** includes requisition line number and description.

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| Toolbar Buttons		
	The **New** button creates a new Explorer report or Reporter based on the selected database and file preferences.	The **Open** button opens an existing report within Explorer or Reporter. More than one report can be open at a time.
	The **Save** button saves the active report in the current mode. Saving a report *overwrites* the current report.	The **Print** button prints the active report. PowerPlay prints the report using the Page Setup and the Print Setup commands.
	The **Print** preview button shows how a report will look when printed.	The **Undo** button reverses the last change. This is not available if the report has been saved since the last change. The maximum number of undos is controlled in the file preferences.
	The **Reset Dimensions** button resets all dimensions in the dimension line to the top level.	The **Dimension Viewer** button shows or hides the dimension viewer.
	The **Drill Through** button is not used with the DSS implementation.	The **Swap Rows and Columns** button exchanges the positions of the row and column categories.
	The **Sort** button opens the sort dialog box to sort by rows, columns or layers.	The **Rank** button ranks the selected categories.
	The **Explorer <-> Reporter** button switches from Explorer to Reporter and vice versa.	The **Crosstab** button changes the display to a tabular format. This is used to present data in large volumes. Data is presented in rows and columns.
	The **Pie** button changes the display to a pie chart, which shows the relative proportions of parts to the whole.	The **3-D Bar** button changes the display to a 3-D bar graph that contrasts two or more variables and reveals trends and irregularities.
	The **Simple bar** button changes the display to a simple bar graph that contrasts two or more variables and reveals trends and irregularities.	The **Clustered bar** button changes the display to a clustered bar graph.
	The **Stacked bar** button shows relative proportions of parts to the whole, and to each other.	The **Single line** button reveals trends and irregularities between two or more variables.
	The **Multiline** button compares trends and is useful to infer relationships between variables.	The **Scatter** compares two different measures. PowerPlay shows the 1st measure in the Y axis and the 2nd measure in the X axis.
	The **Correlation (depth)** button compares the values of two measures.	The **Help** shows context- sensitive Help for the selected screen element.
	The **Redo** button redoes the last action that was undone.	The **Cut** button cuts the selection and puts it on the Clipboard.
	The **Copy** button copies the selection and puts it on the Clipboard.	The **Paste** button inserts the Clipboard contents at the insertion point.

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Toolbar Buttons	
The **Copy** button copies the selection and puts it on the Clipboard.	The **Paste** button inserts the Clipboard contents at the insertion point.
The **Normal View** button shows a report in a normal view.	The **Page Layout** View button shows the whole page at the reduced size as it will be printed.
The **Page Width View** button shows part of the page as it will print.	The **Stacked Bar (depth)** button shows the part that contributes to the total and compares change over time.
The **Correlation** button compares two different measures, using bars for one and a single line for the other.	The **Simple Bar (horizontal)** button shows change over a specific time period. This is used to compare and contrast 2 or more variables in one time period.
The **Simple Bar (horizontal with depth)** button shows change over a specific time period. This is used to compare and contrast two or more variables in one time period.	The **Simple Bar (depth)** button changes to a simple bar display.
The **Clustered Bar (depth)** button groups related information and contrasts the groups over a period of time.	The **Pie (depth)** button shows the relationship of the parts to the whole, translating percentages into proportional sections.
The **Standard Crosstab** button formats crosstab reports with second level categories indented and with no gridlines.	The **Indented 1 Crosstab** button formats crosstab reports with second level categories indented and no gridlines.
The **Indented 2 Crosstab** button formats crosstab reports with second level categories indented, with no gridlines, and with a summary at the lowest level of detail in bold. This layout is only available for Explorer reports.	The **Titles** button is used to set a title for the report. You can add as many lines of information as you wish. The report title appears below the header if you added a header.
The **Bring to Front** button moves the selected displays to the front of overlapping displays. Available in page layout or page width view.	The **Send to Back** button moves the selected display behind other overlapping displays. This command is available only in page layout or page width view.
The **Bold** button formats text and values in selected categories as bold.	The **Italic** button formats the text and values in selected categories to italics.
The **Currency** button changes selected values in the active view or report to the currency format.	The **About** button shows information about your version of PowerPlay.
The **Separator** button is used to separate buttons in the toolbar.	The **Launch Impromptu** button is used to launch ____ from within PowerPlay.
The **Launch** button opens the Launch dialog box where you can enable a button to launch an application or a macro from within PowerPlay.	The **Suppress Zero Rows** button switches zero suppression on or off for rows only.
The **Suppress Zero Columns** button switches zero suppression on or off for columns only.	The **Suppress Zeros** button switches zero suppression on or off for the active report.

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Toolbar Buttons	
The **Automatic Exceptions** button automatically highlights any exceptionally high or low values in the report.	The **Add Blank(s)** button inserts one or more blank rows or columns in a Reporter report depending on your selection. When you switch from Reporter to Explorer all blank rows and columns are removed.
The **Calculated Categories** button shows or hides calculated categories in dimension line menus, dimension viewer, and Explorer reports.	The **Currency Conversion** button is used to change the currency of measures.
The **Display Options** button is used to change the settings for the selected display.	

Dimension Viewer Explorer Buttons	
Replace Rows	Replace Columns
Replace Layers	

Dimension Viewer Reporter Buttons	
Add as Rows	Add Columns
Add Layers	Create Parentage Subset Definition
Create Advanced Subset Definition	Next Level Children Of
Lowest Level Children Of	Create Nesting Levels
Each	Sum Of
Average Of	Share Of
Intersect	

Dimension Viewer Explorer and Reporter Buttons	
Filter	Format Measure
Short/Long Names	Create Find-in-Cube Subset Definition